

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Environmental Health Assistant I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Surveys an assigned area for active and potential environmental nuisances. Maintains special police clearance. Applies City ordinances while determining environmental violations. Issues notices, submits reports and provides communication with the public and other agencies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs residential and commercial investigations by surveying, inspecting and investigating complaints of solid waste, sewage, rodents, vehicles, weeds/grass, mosquito breeding or anything else which may constitute an environmental hazard, searching for owner using real estate land books and phone books, issuing summons, and notices of violations or tickets.
2	S	Performs administrative duties by answering calls, preparing correspondence, generating reports, directing inquiries and complaints to appropriate staff, maintaining files and records, making copies and faxing information.
3	M	Performs surveillance, monitoring, and collection of species for arboviral, zoonotic and other mosquito and vector borne diseases.
4	H	Performs ditch maintenance to reduce the breeding areas of mosquitos and rodents.
5.	H	Exterminates pests by formulating and dispensing rodent and mosquito chemicals

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Six months in enforcements and inspections.
Certifications and Other Requirements	Valid Driver's License. Must obtain a Defensive Driving Certification, and Special Police Commission within one year of appointment.
Reading	Work requires the ability to read forms, City codes and training materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write legal notices, case files, reports, summons and letters.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observing and inspecting violations
Sitting	F	Desk work, driving
Walking	C	Around violation site
Lifting	R	Supplies
Carrying	C	Supplies and equipment
Pushing/Pulling	O	Supplies and equipment
Reaching	O	For supplies
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard
Kneeling	O	Conducting inspections
Crouching	O	Conducting inspections
Crawling	O	Conducting inspections
Bending	O	Retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Reading, computer monitor, during inspections, driving
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copier, fax machine, calculator, printer, camera, ruler, binoculars, computer, Microsoft, Citrix software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	W
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)